

## **EXHIBIT 1**

### **Appeals for Grants**

Within five (5) working days of notification of an alleged action by the Department, the applicant must deliver the grievance together with any evidence, in writing, to the Deputy Director under which the denial of the application or other basis for the grievance occurred.

The grievance must state the issues in dispute, the legal authority or other basis for the applicant's position, and the remedy sought.

The Deputy Director or designee may, in his/her sole discretion, meet with the applicant to review the issues raised. A written decision signed by the Deputy Director or designee shall be returned to the applicant within 20 working days of the filing of the appeal.

This decision shall be the final administrative determination of the Department.

Send all appeals to:

Catherine Camacho, Deputy Director  
California Department of Health Services  
Primary Care and Family Health Division  
P.O. Box 997413, MS 8000  
Sacramento, CA 95899-7413